

Initial: 12/7/04
Reviewed/revised:
Revision:

**MILWAUKEE COUNTY EMS
ADMINISTRATIVE POLICY
NOTIFICATION OF CHANGE IN
PARAMEDIC INFORMATION**

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POLICY: To facilitate accurate record keeping, Milwaukee County EMS should be notified of any change in a practicing paramedic's:

- Primary function within the employing department
- Address and phone number
- Rank

The notification should include the effective date of the change.

New information is to be sent to the EMS Program Director within 10 days of the change. Information may be provided via e-mail, letter, or fax transmission. E-mail is the preferred method for receiving the information.

A current copy of the department's roster should be forwarded to the Milwaukee County EMS Program Director each July after the update for the licensing year.

The current information will be taken into consideration when assigning practice privileges and determining eligibility for Milwaukee County supported CE, DL, and refresher classes.